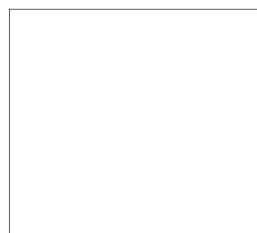


4 October 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Furniture Committee

1. On 1 October 1984, the Furniture Committee met to discuss the next steps necessary in the selection process and procurement of office furniture.



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AEO/OL  
HOME/OL  
PD/OL  
PD/OL

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2. An agreement was reached on several main issues:

a. The furniture companies selected will not have to be on the GSA furniture schedule.

b. Only modular furniture will be selected; no systems furniture will be considered.

c. The furniture companies will supply executive size furniture in addition to the existing executive furniture catalog.

3. Procurement Division will be researching the best type of RFP to be used for this effort. The evaluation criteria in selecting the furniture companies was discussed. [redacted] and myself will make a list of points to be used for the evaluation criteria. This list will be reviewed at the next meeting. When the requested information has been received by the Agency's directorate contacts on the standard workspaces, the undersigned will make drawings reflecting the actual furniture components and dimensions.

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4. Procurement Division will be reviewing the FOCI in respect to this RFP.

OL 2116-84

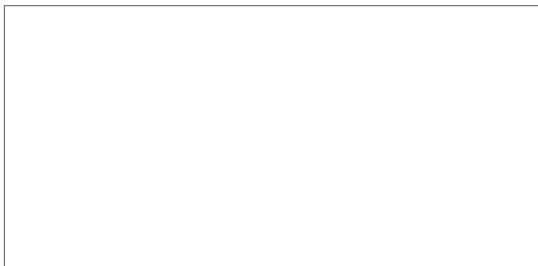
SUBJECT: Furniture Committee

5. GSA has a furniture showcase at Crystal City. A meeting was arranged on 5 October for a walk through.



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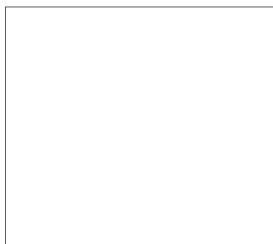
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1 November 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Furniture Committee

1. On 26 October 1984, the following met to discuss the future procurement of furniture in the Agency:



Chairman - New Building Project Office  
Executive Officer  
Assistant Executive Officer  
Interior Design Consultant  
Chief, General Procurement Branch, Procurement Division  
General Procurement Branch, Procurement Division  
General Procurement Branch, Procurement Division

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2. Two questions were addressed. The first was to determine in general how to procure Agency standard furniture. The second was how do we specifically satisfy the present furniture needs of Agency components.

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3. General Services Administration (GSA) is in the process of developing a Request for Proposal (RFP) for standard government furniture which will support electronic equipment. This RFP is presently being reviewed by other Federal agencies and furniture manufacturers, and their responses will be received by January 1985. Since GSA has put a great deal of research into the RFP, it would be to the Agency's advantage not to duplicate this effort. The major concern is when GSA will have the RFP on the street and when this furniture will be on schedule. It was noted by Procurement Division that the furniture business is a highly competitive business and protests are expected. There are three alternatives available to the Agency:

- a. Wait for GSA's RFP and hope the furniture will be on schedule soon, knowing that there is a good chance of protests; or
- b. Have the Agency develop its own RFP. It was determined that we do not have the in-house expertise to write a "foolproof" RFP, and we would have to contract out for this effort, still knowing that there might be protests.

OL 2127-84

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SUBJECT: Furniture Committee

- c. Wait until January to see how well GSA's RFP was accepted and determine at that time if it is in the Agency's best interest to develop an RFP.

Alternative c was agreed on. 

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4. To satisfy the Agency's present need for new furniture, it was agreed that  will list several manufacturers of the different pieces of furniture, i.e., desk surfaces, terminal tables, pedestals, etc. These manufacturers will be visited by the Committee to ensure the Agency of an acceptable standard of quality. The furniture to be supplied by these manufacturers will be standalone and modular. Catalog sheets with the furniture dimensions will be given to Headquarters Operations, Maintenance and Engineering Division, Office of Logistics architects to use when designing office layouts. As a result of this meeting, it was determined that the office layout will then be reviewed by  and the requesting component to make the finish selections for the furniture. The component will then complete a Form 88.  stated that 40 percent of the Agency employees in the metropolitan area are either already or will be requesting their present gray metal furniture to be replaced by furniture which will support recently acquired terminal equipment.

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5. This memorandum represents the Committee Chairperson's understanding of the discussion. If there are any corrections or additions, please call me on extension

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New Building Project Office  
Office of Logistics

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